DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 383

October 25, 1906.

To Superintendents,

Gentlemen:-

The attention of the Superintendents is again called to the instructions contained in Circular Letter No. 369 in regard to reporting changes of teachers to the Department. Do not send new personnel lists to report the date when a new teacher begins work; such a change should be reported by letter only. All changes during the first three weeks of the school month should be immediately reported by letter. The "white telegram" form should be used only for reporting absences. Letter reporting changes should contain no other matter. No monthly report on changes is required.

Respectfully,

Roland P. Falkner
Commissioner of Education

R.R.L.
FL-1104